

Rayat Shikshan Sanstha's

**KARMAVEER BHAURAO PATIL MAHAVIDYALAYA,
PANDHARPUR**

Third Cycle Accredited by NAAC: Grade A+ (CGPA 3.51)

(Affiliated to Punyashlok Ahilyadevi Holkar Solapur University, Solapur)



HAND BOOK OF CODE OF CONDUCT

PREAMBLE:

Karmaveer Bhaurao Patil Mahavidyalaya, Pandharpur is a leading college in Solapur University, Solapur, rendering quality education in Arts, Commerce and Science faculties. It is established in 1960 with the name Pandharpur College, Pandharpur in Namdas Maharaj Math with 40 students by Rayat Shikshan Sanstha, Satara founded by Late Padmabhushan Dr. Karmaveer Bhaurao Patil with the intention of providing higher education to students from rural and ruralban areas who are socially and economically downtrodden irrespective of their caste, creed, region and religion in and around Pandharpur city as well as nearby talukas. It was renamed in 1992 as Karmaveer Bhaurao Patil Mahavidyalaya, Pandharpur. At present there are 4000 students pursuing their education from UG to Ph. D. in different faculties.

We follow the code of conduct for our faculty including Teachers, Administrative Staff, Supporting Staff, Registrar and Principal given by the University Grants Commission, New Delhi and our parent institute Rayat Shikshan Sanstha, Satara. The code of ethics for teachers is designed to protect the rights of the students. It is important that the teachers, administrative staff and supporting staff understand that when they get a teaching and other position they are agreeing to follow the code of ethics.



**Principal
K.B.P.M. Pandharpur**

Code of Conduct for Students

- Every student will have to submit his/her own I-card size two photographs for Identity card in the library within 15 days after the admission. Students should always wear their valid college Identity card in college or representing the college at other places. Further it should be produced whenever demanded by anyone of the college staff.
- Student should not pinch anywhere in the campus.
- Students are forbidden from sticking bills, writing, drawing, and painting on the boards, walls, desks or anywhere in the campus.
- Students found guilty of using foul language or behaving rudely towards the staff members, or administrative or non-teaching staff will be expelled from the college.
- Attempted or actual theft of property of the College, or belongings of Staff member of the college will not tolerated.
- The students should maintain the campus clean and neat.
- The Students should stick on to the rules and regulations that may be issued from time to time.
- Students are advised to read notices regularly put on the notice board and not to ignore the instructions; also they should convey the notification to their parents/guardians.
- Any malpractice in examination will be prohibited under University Act and norms lay down by the college from time to time.
- Students are directed not to bring outsider to the college premises.
- Students should not collect any funds from other students or from outside without the written permission of the Principal.
- Students shall not organize picnic, excursions trips etc. on their own without prior written permission of the Principal.
- All the activities conducted for improving educational standard will be compulsory for all the students.
- Ragging prohibited: Government of Maharashtra has notified Ragging as a cognizable offence. Anyone reported to be involved in any form of ragging will be severely dealt with. Therefore students are required from indulging in any form of ragging.

Service Rules: (For Newly Appointed and Regular Teachers)

1. Service of teacher will be governed by the Maharashtra Public Universities Act, 2016, Statutes, Code of conduct, ordinances and rules and regulations laid down by the University and state Government from time to time.
2. Probation period for newly appointed teacher is of two years from the date of joining.
3. It is mandatory for teacher to submit original as well as certified true copies of relevant testimonials such as birth date certificate, marksheets, experience certificate, change of name certificate etc before joining duties.
4. Candidate will undergo medical examination by the approved medical officer or by the civil surgeon at the place of duty within three months from the date of joining.
5. It is required to give the correct mailing address as soon as he/she joins the duties and any change in the address given earlier should be communicated to the principal.
6. Teacher will not conduct or engage himself in any private tuitions or private coaching classes.
7. Candidate will not engage himself in any other job paid full time, part time or otherwise during the continuous of service without the permission of the competent authority/management.
8. Services are transferable to any other college/institution run by the management.
9. If teacher is found absent continuously for more than 30 days without permission, the services will stand terminated automatically.
10. If teacher are found guilty of violation of any terms and conditions mentioned above will be liable for disciplinary action and punishment decided by the management as provided for in the statutes.
11. During the probationary period in the teacher want to leave the services at the end of an academic year he/she should give one month notice or one month pay in lieu of the notice.
12. If a teacher wants to leave the services after the completion of probationary period at the end of an academic year he/she shall give three months' notice or three month pay in lieu of notice.
13. Any teacher who wants to leave the services in the middle of an academic year shall pay the three months' salary.
14. The teacher shall report to the management if there is any criminal complaint against him/her in any police station.

15. The teacher shall be entitled to fifteen days casual leave in an academic year as prescribed by UGC and accepted by the Government and the university from time to time.
16. The teacher shall obtain permission for casual leave ordinarily before 2 days from which it is required. In exceptional circumstances where application of casual leave cannot be submitted before it begins the teacher shall apply for ex-post facto sanction within 3 days.
17. The teacher shall not be entitled more than 6 days casual leave at a time. Sunday and or public holidays so also a holiday or a series of holidays are permitted to interpose between the period of casual leave. However the total period of casual leave and holidays enjoyed in continuation at one time shall not exceed 7 days.
18. The casual leave cannot be combined with any other kind of leave except duty leave.
19. Duty leave is for attending the Conference, Seminar, and Workshops, Symposia organized by the academic bodies and approved by the university from time to time provided that such duty leave shall not exceed 10 days in a year. Provided further that in exceptional cases the Principal may sanction duty leave for more than 10 days.
20. It teacher is permitted to attend Refresher/Orientation courses, NCC/NSS training programmes and for attending the meetings of the university authorities and bodies treated as on Duty.

Duties for Teachers:

1. The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year.
2. It should be necessary for the teacher to be available for at least 5 hours daily in the college.
3. Direct teaching-learning process hours should be (16 hours to assistant professor and 14 hours to associate professor and professor). A relaxation of two hours in the workload may however be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.
4. The teacher shall devote his time and energy to develop and improve his academic and professional competence by availing all opportunities to attend and participate in

academic programmes such as Seminars, Orientation, Refresher Courses, in service programmes etc.

5. The teacher shall perform his academic duties like preparation of lectures, demonstrations, assessment, and guidance to research, tutorials, university, college and recognized institution examination will encourage pursuit of learning in the students.
6. The teacher shall perform his academic duties such as engage the classes regularly and punctually and impart such lessons and instructions as the Head of Dept/Principal shall allot to him/her from time to time.
7. Teacher shall not ordinarily remain absent from work without prior permission or grant of leave.
8. The teacher shall observe the provisions of the University act, Statues, Ordinances, Regulations and Rules in force and modified from time to time and abide by the decisions of the university/Management, Principal and shall ensure the interest of the college.
9. In addition to the duties of teaching and allied activities the teacher shall when required, attend to extra-curricular, co-curricular activities organized by the college and administrative and supervisory work and maintenance of records and self-reports or any other duties befitting the status of teacher assigned to him by the Principal.
10. A teacher shall help the university, College authorities to enforce and maintain discipline and good habits among the students.

Code of Conduct:

A. The teacher shall perform all his duties faithfully and will not avoid his responsibility. However following lapses would constitute improper conduct on the part of teacher.

1. Failure to perform his academic duties such as lecturing, demonstrations, assessment, invigilation etc.
2. Gross partiality in assessment of students, deliberately over/under marking or attempt of victimization on any grounds.
3. Inciting or instigating students against other students, colleagues, administration.
4. Refusal to carry out the decisions of appropriate authorities, offices, administrative and academic bodies of the university.
5. Accepting tuitions, conducting/participating in private coaching directly or indirectly or any classes or courses in any manner.

6. Violation of the Anti-bigamy act and anti-dowry act in any manner directly or indirectly.
7. Raising questions of caste, creed or religion, race or sex in his relationship with the students and his colleagues and trying to use the above considerations for improvement of his prospects.
8. Involvement in non-academic activities directly or indirectly.
9. The teacher shall not avoid any work related to the university examinations without reasonable grounds.

B. The behavior of the teacher with the male and female students and other employees should be modest.

C. The teacher should:

1. Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being.
2. Not consume any intoxicating drink or be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of any such drink or drug.
3. Refrain from consuming any intoxicating drink or drug in a public place.
4. Not appear in a public place in a state of intoxication.

Duties of Librarian:

1. The Librarian shall provide a wide range of services to the user by making available in a convenient and attractive form to students and faculty members, a well-organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed catalogued and up-dated.
2. The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography.
3. The Librarian shall always try to bring books, students and scholars together under conditions which encourage reading pleasure, self-discovery, personal growth and sharpening of intellectual curiosity.

Duties of the Principal:

Principal is the Academic Head of the College and responsible for

1. Academic growth of the College.
2. Participation in the teaching, research and training programmes of the college.
3. Assisting in planning and implementation of academic programmes such as Refresher/Orientation course, seminars, in service and other training programmes organized by the college for academic competence of the faculty members.
4. Admission of students and maintenance of discipline of the college.
5. Receipts, expenditure and maintenance of true and correct accounts.
6. The overall administration of the college, library and hostels.
7. Correspondence relating to the administration of the college.
8. Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, student's welfare activities of the college and maintenance of records.
9. Observance of the Act, Statues, Ordinance, Regulations, Rules and other Orders issued there under by the University authorities and bodies from time to time.
10. Supervision of the examinations, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examinations of college.
11. Overall supervision of the University Examinations.
12. Maintenance of self-assessment reports of teachers and their service books.
13. Any other work relating to the college relating to the administration of the college as may be assigned to him by the Management from time to time.

Code of Conduct for Administrative and Supporting Staff:

1. Working hours for administrative staff belong to class I, II and III is of 42 hours/week including lunch time of ½ an hour.
2. Working hours for supporting staff belong to class IV is of 46 hours/week including lunch time of ½ an hour.
3. The working hour per day is of 7 hours 40 minute including lunch period of ½ an hour.
4. Every staff shall discharge his/her duties efficiently and diligently.
5. It shall be mandatory for staff to do any work in connection with administration.
6. The administrative staff shall be entitled to 8 casual leave in an academic year (1 January to 31 December) as prescribed by the government.
7. The administrative staff shall not be entitled more than 3 days of casual leave at a time.
8. The casual leave cannot be combined with any other kind of leave like earned leave.

9. There are 300 days of earned leave. At a single time he/she will avail the E.L. of 180 days.
10. There are 180 days of maternity leave for women employee.
11. Staff shall not ordinarily remain absent without permission or grant of leave.
12. In case of sickness or absence on a medical ground a medical certificate to the satisfaction of the college authorities shall be produced within a week.
13. Staff should not be engage directly or indirectly in any trade or business.
14. Staff shall not engage himself/herself in any political activity.
15. Refrain from consuming any intoxicating drink or drug.

Duties of Registrar:

1. Registrar shall be the disciplinary authority of the employees of college other than teachers.
2. Registrar has the power to sign documents and authenticate records on behalf of college.
3. The Registrar shall be the custodian of records.
4. The Registrar shall prepare and update the handbook of the statues, ordinances and regulations approved by the authorities, bodies or committees from time to time and make them available to all the respective members of the authorities of college.
5. The Registrar shall receive complaints and suggestions in regard to the improvements of administration and consider them for appropriate action.
6. The Registrar shall organize training and orientation of non-teaching employees in the college.

Code of conduct about Finance and Account:

1. The teacher/other staff shall not collect any money under any pretext form students until he/she will not be appointed by college/management authorities.
2. The teacher/other staff shall not hold any money collected on behalf of the institution for more than 24 hours.
3. The teacher/other staff shall settle the advance taken from institution within 7/15 days of completion of the programme.

Code of Conduct about other factors:

1. Regular national anthem on 7.30 am.
2. Regular signature on muster is mandatory for all faculties.

3. Biometry for in and out is mandatory for all faculty.
4. All must park their vehicle in vehicle parking not in elsewhere.
5. There is a dress code for teaching and administrative staff.
6. Faculty members shall do the campus supervision according to time table.
7. Faculty member will take breakfast and tea from college canteen.
8. All faculty members will come with their Tiffin.
9. Lunch break is of ½ hour only.
10. Active participation in all college activities.